

Administrative Hearings Branch  
Office of the Attorney General  
1024 Capital Center Drive, Suite 200  
Frankfort, Kentucky 40601-8204

**CERTIFICATE OF ATTENDANCE**  
**13B.030(4) & 40 KAR 5.010 APPROVED TRAINING**

**Training Identification**

**Sponsor:** \_\_\_\_\_

**Training Title:** \_\_\_\_\_

\_\_\_\_\_

**Date DVDs were Viewed:** \_\_\_\_\_ (Month, Day, and Year)

**Location where DVDs were Viewed:** \_\_\_\_\_ (City and State)

**Format of Training:**

\_\_\_\_\_ **Live Administrative Hearings Branch Training** (A live program takes place at a specific time and includes the opportunity to interact with or question the instructor. A video replay with a qualified attorney-facilitator, and teleconferences are all “live” programs.)

\_\_\_\_\_ **Administrative Hearings DVD Review: Must include DVD Training** date: \_\_\_\_\_  
Month, Day, Year

\_\_\_\_\_ **Other training** for review must include:

Title of educational activity: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Location: \_\_\_\_\_

Attach a copy of the training material, including an outline listing each topic, each speaker, and amount of time allotted for each presentation.

Please note: 13B.030(4) and 40 KAR 5.010 requires 18 hours for initial hearing officer training and 6 hours continuing education training per year. An education year shall begin on July 1, and end on June 30 of the next calendar year.

**This training program has been approved by the Administrative Hearings Branch for a Total of \_\_\_\_\_ credits. Of this TOTAL \_\_\_\_\_ credits are designed as Specific 13B training.**

**CERTIFICATION: Please Note: 13B Calculates Approved Credit Based on a 60 Minute Hour.**

By signing below, I certify that I attended the activity described above and am entitled to claim \_\_\_\_\_ hours credit.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

Date: \_\_\_\_\_